

# Victim Restitution Summary

The Victim Restitution Summary is a central location to document Youth Restitution Payments, Community Service completed for all referrals a youth is identified on.

To view the Victim Restitution Summary page, select the Financial menu then select Youth Justice Restitution. Click on Victim Restitution Summary to open the page.

The screenshot shows the eWiSACWIS system interface. The top navigation bar includes 'Actions', 'Financial', 'State', 'Security', 'Help', 'Refresh', and 'Search'. The 'Financial' menu is open, showing options like 'Account Numbers', 'Bank', 'Checks and Payments', 'Extraordinary Payment Request', 'Maintain by Placement Type', 'Maintain Service Type and Rate', 'Payments Download', 'State Rate and Eligibility Cost', 'Supervised Independent Living Rate', 'Trust Accounts', and 'Youth Justice Restitution'. The 'Youth Justice Restitution' option is selected, and a sub-menu is open, highlighting 'Victim Restitution Summary'. The main content area shows 'Cases (495)' and 'Cases: 495'. Below this, there is a section for 'Pancake, Banana N. (9224716)' with case details: Youth Justice, BMW-Admin, Open OHP exists for associated participant(s), and a 'View case information' button. There are also buttons for 'Assets and Income', 'Legal', 'Youth Justice', 'Assignments', 'Permanency Consultation', 'Child/Youth Images', and 'Planning'.

1. Click the 'Search' hyperlink to select a Victim from a YJ Referral to view all Restitution owed along with any documented payments.

**Note:** Security is required to search/view Victims. They are not in Person Management and are county specific.

The screenshot shows the 'Victim Restitution Summary - Internet Explorer' window. The eWiSACWIS logo is at the top. Below the logo, there is a 'Basic Information' section with a 'Name' field, a 'Search' button, and fields for 'Total Amount Ordered: \$0.00', 'Total Amount Paid: \$0.00', and 'Total Remaining Balance: \$0.00'. Below this is a 'Victim Address Information' section. The main section is 'Victim Restitution Summary', which contains a table with the following columns: 'Ordered Amount', 'First Order Date', 'DPA Expiration Date', 'YJ Referral', 'Youth Name', 'Paid Amount', 'Remaining Amount', 'Case ID', 'YJ Worker', and 'Status'. Below the table is a 'Payment Information' section with a 'Provider' field and a table with the following columns: 'Payment Date', 'Payment Amount', 'Youth Name', 'YJ Referral', 'Approval Status', and 'Payment ID'. There is an 'Insert' button at the bottom right.

2. On the Victim Retrieval Search page type enter the Last Name, First Name, or Victim ID to search for a Victim that has been previously entered on the YJ Referral or Youth Justice Case Information page. Last Name is required unless a Person ID is entered. All other search fields are optional.
  - a. Click 'Search' when all search criteria are entered.
3. Victims Returned will display any potential matches. If no matches are found, refine the search criteria and click 'Search' again.

**Note:** Only Victims created in the designated county will be returned. Additional security required.

The screenshot displays the 'Victim Retrieval Search' application. The top section, 'Search Criteria', contains input fields for various identifiers: Last Name (filled with 'Winkler'), First Name (filled with 'Henry'), Victim ID, SSN, DOB (filled with '00/00/0000'), Gender (dropdown menu), Street, City (dropdown menu), and ZIP Code. Below these fields are 'Search Precision' radio buttons (Low, Med, High) and a 'Sort By' dropdown menu (Alpha). A 'Search' button is highlighted with a red box. The 'Victims Returned' section shows a single result: 'Winkler, Henry ( V8000040 ) 1234 Address Street, Madison 01/01/1974'. A 'Select' button is highlighted with a red box. At the bottom right, a 'Selected Victim: Winkler, Henry' summary is shown with 'Continue' and 'Close' buttons.

4. To select a Victim, click the Select hyperlink and click 'Continue'.
5. To exit the search, click 'Close'.
6. The Basic group box will display prefilled information.
  - a. Name: The name of the Victim selected in a hyperlink to their Person Management record.
  - b. Total Amount Ordered: Total amount ordered from the Victim Claims.
  - c. Total Amount Paid: Total amount paid that is documented in the Payment Information group box on the Victim Restitution Summary page.
  - d. Total Remaining Balance: The amount of restitution still owed to the Victim.
7. The Victim Restitution Summary group box shows restitution documented on the .
  - a. Order Amount: Prefilled with the total Restitution Ordered per referral for the selected Victim.
  - b. First Order Date: The first documented order date documented on the Victim Claim(s).
  - c. DPA Expiration Date: The documented Expiration Date if a DPA is entered.
  - d. YJ Referral: YJ Referral number of the restitution Victim Claim(s).
  - e. Youth Name: Identified Youth documented on the YJ Referral or Case Information Page
  - f. Paid Amount: Total amount paid for a referral through today.
  - g. Remaining Amount: Balance remaining for a referral though today.
  - h. Case ID: Case the YJ Referral is linked to.
  - i. YJ Worker: The Name of the worker who has a Youth Justice assignment type to the case linked to the YJ Referral. In situations when multiple YJ workers are assigned to the same case, the system will prefill the name of the most-recently assigned worker.

- j. Status: User selected fields to document the status of the restitution claim(s) for a YJ Referral. Defaulted to Ongoing. Completed or Expired are options as well.

eWiSACWIS

Print Help

Basic Information

Name: [Henry Winkler \(V8000040\)](#) [Search](#)

Total Amount Ordered: \$50.00

Total Amount Paid: \$15.00

Total Remaining Balance: \$35.00

Victim Address Information

1234 Address Street

Madison, WI 53701

(608)222-5555

E-mail: [Winkler@gmail.com](#)

Victim Restitution Summary

Ordered Amount	First Order Date	DPA Expiration Date	YJ Referral	Youth Name	Paid Amount	Remaining Amount	Case ID	YJ Worker	Status	
\$50.00		<a href="#">06/25/2021</a>	8002605	Pancake, Blueberry (9229697)	\$15.00	\$35.00	9224716	Caitlin C. Cake	Ongoing	<a href="#">Edit</a>

Payment Information

Provider: [Search](#)

Payment Date	Payment Amount	Youth Name	YJ Referral	Approval Status	Payment ID	
<a href="#">00/00/0000</a>	<a href="#">\$0.00</a>	<a href="#">▼</a>	<a href="#">▼</a>	<a href="#">Pending</a>		<a href="#">Delete</a>
<a href="#">06/25/2020</a>	<a href="#">\$15.00</a>	<a href="#">Pancake, Blueberry (9229697) ▼</a>	<a href="#">8002605 ▼</a>	<a href="#">Approved ▼</a>		<a href="#">Pay</a> <a href="#">Delete</a>

Insert

Save Close

8. The Payment Information group box can be used to document payments made to a Victim from the county either manually or through the Application. The payments entered here will update the totals on this page.
  - a. To enter a new payment, click the ‘Insert’ button.
  - b. Fill in the ‘Payment Date’, ‘Payment Amount’, ‘Youth Name’ (select from available drop down), ‘YJ Referral’ (select from available drop down), and ‘Approval Status’ (Pending or Approved).
  - c. Click ‘Save’ to update the page with the payment information.
    - i. The Delete hyperlink can be used to remove a payment row before or after save. A confirmation message will display verifying the deletion.
9. Saving an “Approved” payment will display a Pay hyperlink to pay the victim from the Application utilizing the Payment Request page. A Restitution Provider (Private Provider specifically created for a Victim) will need to be created and approved prior to clicking the Pay hyperlink. Once a Restitution Provider is created, the Restitution Provider can be linked to the payment(s) documented by clicking the Provider hyperlink. For more information on creating a Restitution Provider (Victim) and the Pay hyperlink to make a payment through the application, see the Victim Payments user guide.
10. Once a Payment Request has been created for the Victim using the Pay hyperlink the ‘Payment ID’ will update upon save with either the Payment ID hyperlink or a Cancel hyperlink that will display a view of the Payment Request for workers that have security.

**Payment Information**

Provider: [Search](#)

Payment Date	Payment Amount	Youth Name	YJ Referral	Approval Status	Payment ID	
00/00/0000	\$0.00			Pending		<a href="#">Delete</a>
06/26/2020	\$10.00	Pancake, Blueberry (9229697)	8002605	Pending		<a href="#">Delete</a>
06/25/2020	\$15.00	Pancake, Blueberry (9229697)	8002605	Approved		<a href="#">Pay</a> <a href="#">Delete</a>
06/10/2020	\$10.00	Pancake, Blueberry (9229697)	8002605	Approved		<a href="#">Pay</a> <a href="#">Delete</a>

[Insert](#)

[Save](#) [Close](#)

11. Provider Search will launch when the Provider hyperlink is clicked.

a. Only Victims added as Restitution Providers will display and only for the designated county.

**Note:** PLEASE VERIFY THE PROVIDER SELECTED IS THE SAME VICTIM AS LISTED ON THE VICTIM RESTITUTION SUMMARY. If the wrong Provider is selected, that Provider will be used to create the payment in the Application.

12. After a payment has been entered and approved and the Victim Restitution Summary page is saved, the Payment ID will update in the Payment ID column. If the payment is cancelled, a Cancelled hyperlink will display.

13. Click 'Close' to exit the page

Victim Restitution Summary - Internet Explorer

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**Basic Information**

Name: [Henry Winkler \(V50000105\)](#) [Search](#) Total Amount Ordered: \$50.00 Total Amount Paid: \$50.00 Total Remaining Balance: \$0.00

**Victim Address Information**

1234 Address Street  
La Crosse, WI

**Victim Restitution Summary**

Ordered Amount	First Order Date	DPA Expiration Date	YJ Referral	Youth Name	Paid Amount	Remaining Amount	Case ID	YJ Worker	Status	
\$50.00			50000105	Pancake, Blueberry (50000106)	\$50.00	\$0.00	50000105	Philip L. Stegemann	Ongoing	<a href="#">Edit</a>

**Payment Information**

Provider: Henry Winkler (50000105) [Search](#)

Payment Date	Payment Amount	Youth Name	YJ Referral	Approval Status	Payment ID	
06/26/2020	\$50.00	Pancake, Blueberry (50000106)	50000105	Approved	8865578	<a href="#">Pay</a> <a href="#">Delete</a>

[Insert](#)

Related User Guides:

Select the Youth Justice Category at: <https://dcf.wisconsin.gov/knowledgeweb/training/ewisacwis-user-guides/case-work>

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